The following steps will allow you to register subordinates for a Scheduled Offering.

Step	Action	Look For
1.	Login to AgLearn and select the My Employees tab.	Go ? Help t) Log My Employees
2.	Select the Registrations link.	Registrations
3.	Be sure that the Register Users option is selected.	Register Users
4.	Enter Keywords for the item and select Next .	Next
5.	Locate the Scheduled Offering and toggle the radio button in the Select column.	Select O
6.	Select Next .	Next
7.	Locate the subordinate(s) you wish to register and select Next .	Next
8.	Enter any comments about the registration.	Comments
9.	Select Next.	Next
10.	Select Next again.	Next
11.	Specify if AgLearn should send e-mail notifications to the listed users.	Email confirmations to: Users Instruc
12.	Select Finish.	Finish
13.	Look for error messages in the Status . The Status message to the right indicates that the user(s) were successfully registered for the specified offering.	Status: • All registrations in this schedule

The following steps will allow you to withdraw subordinates from a Scheduled Offering.

Step	Action	Look For
1.	Login to AgLearn and select the My Employees tab.	Go ? Help t Log My Employees
2.	Select the Registrations link.	Registrations
3.	Be sure that the Withdraw Users option is selected.	Withdraw Users
4.	Enter Keywords for the item and select Next .	Next
5.	Locate the Scheduled Offering and use the radio button in the Select column.	Fselfect
6.	Select Next.	Next
7.	Place a checkmark in the Withdraw column next to the user(s) you wish to withdraw from a Scheduled Offering.	Withdraw. ✓
8.	Select Next.	Next
9.	Enter any comments about the withdraw.	Comments
10.	Specify if AgLearn should send e-mail notifications to the listed users.	Email confirmations to: 🗆 Users 🗀 Instruc
11.	If you wish to remove the item from your subordinate's Learning Plan, place a checkmark in the corresponding box.	Remove associated item from the learning plan
12.	Select Finish.	Finish
13.	Look for error messages in the Status . The Status message to the right indicates that the user(s) were successfully withdrawn from the specified offering.	Status: • All withdrawals in this scheduled of